

**Northpoint Christian School
Broadway Baptist Church
Director of Operations**

Each staff member is expected to carry out the mission and vision of Northpoint Christian School and Broadway Baptist Church as set forth by the school and church staff. Staff members are expected to contribute to a sense of unity, cooperation, participation, and shared objectives. Additionally, staff members are expected to model Christian values in both their personal and professional lives. Our approach will be that of servant leadership. The ultimate goal of the church is to bring people to a vital, growing relationship with Christ.

The Director of Operations administers, coordinates, and manages the maintenance and use of all Northpoint Christian School and Broadway Baptist Church buildings, grounds, and other assets and serves as a support ministry to other ministries in the church.

Requirements:

Bachelor's Degree or 5 years of experience as a Director of Operations or equivalent position; excellent verbal communication skills; impeccable organization and management skills. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Physical Requirements:

Lifting equipment, boxes and other packages not exceeding 50 pounds (boxes heavier than 50 pounds should be lifted while wearing a back brace); excellent cognitive and hearing abilities

Primary responsibilities include:

Campus wide oversight:

- Administration and oversight of buildings, assets and grounds
- Oversight of daily cleaning service to ensure the cleanliness of all facilities to high standard of excellence
- Procure maintenance items
- Assist staff and other ministry leaders with material selection and procurement
- Manage vendor relations, including contract negotiations, specifications, and problem solution
- Maintain tight security controls of all assigned keys

Safety:

- Developing and implementing an up-to-date crisis management plan ensuring the safety of staff and students

- Oversee compliance of all fire codes while accompanying Fire Marshall and insurance inspectors during inspections to ensure compliance with governing directive, correcting violations, and preparing responses
- Perform safety inspections that are required by school insurance company concerning athletic programs, after school programs, playground equipment, and all facilities in general

Budget/Financial responsibilities:

- Responsible for reviewing and submitting all expenditures and submitting yearly budget requests throughout the year to the Director of Finance/CFO

Management of staff:

- Assist in the hiring of staff to meet the needs of the school and church
- Supervise and lead the operations staff to be effective and efficient on a daily basis
- Supervise the security staff and ensures all facilities and grounds are under surveillance

Set up of events:

- Facilitate and oversee the setup of rooms and facilities for Northpoint Christian School and Broadway Baptist Church functions
- Assist with coordination of school and church on-line calendar

Systems:

- Maintain weekly HVAC schedule
- Develop and maintain organized systems, protocol, and manuals in regards to the maintenance of facilities

Inventory:

- Develop and maintain a complete and accurate inventory of maintenance assets including the location in which assets are stored

Vehicles:

- Supervising school vehicle use and maintenance, which includes all buses for co-curricular and extra-curricular use
- Ensuring that preventative maintenance and class B safety inspections on assigned vehicles are completed on time, ensuring transportation regulations compliance

Emergency:

- Serve as emergency after-hours contact for the school and church

Other:

- Other duties and responsibilities as assigned by the Head of School